



Neighborhood Handbook

A HANDBOOK FOR STARTING, ORGANIZING AND MANAGING A SUCCESSFUL NEIGHBORHOOD ASSOCIATION

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This booklet produced by the city of Las Vegas Neighborhood Services Department

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The ABC's of Becoming Active in a Neighborhood Association

So, you've been hearing the stories about local neighborhood associations "taking charge" and "working hand-in-hand" with the Neighborhood Services Department to address neighborhood issues? You're probably wondering what exactly a neighborhood association is and how you go about starting (or joining) one in your neighborhood. Well, the city's Neighborhood

Planning & Support Division is here to help you get active and involved in your neighborhood.



First, let's dispel the myths: Joining a neighborhood association is NOT the same as joining a homeowners' association. A neighborhood association does not govern or impose rules or regulations over you or your residents. Neighborhood associations are volunteer-based organizations formed to actively represent their community to maintain a desired quality of life. Homeowner associations may also become neighborhood associations (see pg. 5). In short, neighborhood associations give you and your neighbors a united voice to help your neighborhood address pertinent issues and concerns.

Also, you don't have to be a homeowner to join or start a neighborhood association. If you rent a home/apartment or run a business in your neighborhood, you are encouraged to become active in a neighborhood association.

Because neighborhood associations are volunteer groups organized to help the neighborhood, the Neighborhood Services Department is directed by the Mayor and Council to assist them in participating in the Neighborhood Partnership Program.

The program is designed to:

- Help neighborhoods organize and achieve their goals
- Facilitate teamwork in the preservation and improvement of individual neighborhoods
- Allow neighborhoods to take an active role in the decision-making process
- Provide groups with an effective communication link with government officials
- Expand the level of interaction between or among neighbors.

If you would like to learn more about the Neighborhood Partnership Program or need assistance in creating a neighborhood association, please contact the Neighborhood Planning & Support Office at 229-6269.



Section I: Organizing a Neighborhood Association

Why Organize?

There are many ways to get involved and contribute to the future of your community. One of the most effective ways is to help create a community-based organization, often called a neighborhood association. The building of a neighborhood organization is a simple extension of the pride neighbors have for their neighborhood. These groups are voluntary membership organizations formed by residents of a neighborhood. Their activities may include neighborhood clean-up campaigns, crime prevention programs and beautification efforts.

Neighborhood associations may include community-based organizations such as homeowner associations, community development corporations, business associations and neighborhood coalitions (an organized series of neighborhood associations). These groups are formed to bring individuals with common concerns and interests together to strengthen cooperation between individuals and public and private sector entities.



Following are a few of the most frequently asked questions about neighborhood associations:

- **How do I find out if there is already a neighborhood association in my area?**

Call the Neighborhood Planning & Support Division at 229-6269. They can tell you whether a neighborhood association exists in your area and who to contact to get involved.

- **If there isn't a neighborhood association in my area, how do I start one?**

Before you consider starting a neighborhood association, ask yourself some questions:

- *Do I understand the responsibilities associated with organizing a neighborhood association? (Section II, pg. 5)*
- *Why do I want to start an association?*
- *What issues concern my neighbors and me?*
- *Do I want to get to know my neighbors?*
- *Do I want to preserve and protect my neighborhood?*



- *Do I want to change something about my neighborhood?*

If you want your neighborhood to become more active and organized and are willing to commit a few hours a month, then you may want to start a neighborhood association. Just call the Neighborhood Planning & Support Division at 229-6269. Our knowledgeable, experienced staff will be happy to meet with you. The division's neighborhood planners can provide you with the information and resources you need to get started.

- **What are the benefits of being part of a neighborhood association?**

Along with being regularly updated on proposed new developments and city progress being made in your area, you will be eligible to participate in a number of city-sponsored events, workshops and programs created especially for neighborhood associations. In addition, your association will be eligible to apply for matching grants from the city through the Neighborhood Partners Fund program and the Youth Neighborhood Association Partnership Program. Plus, your association becomes an invaluable resource to the city of Las Vegas as well as your community. Neighborhood associations create partnerships every day to identify issues and work on solutions in their neighborhoods.

So, you see... it's easy to participate in a neighborhood association. Not only do you become more actively involved in your community, but also you give your neighborhood an identity and a sense of community. You may find that those few hours you donate to your neighborhood may transform into a lifetime of benefits for you, your family, and your neighbors.

How Do You Organize?

Before you begin asking your neighbors to organize, the first important step is to identify your purpose or "vision" for the organization. Next, determine whether others share your vision.

- *Talk with your neighbors; find out what they consider your neighborhood's strengths, weaknesses, short-term and long-term needs.*
- *Ask whether they would participate in a community organization and if so, what kind of organization would best suit the needs and character of the neighborhood.*

Mobilize a nucleus of neighbors to help you with the initial organizational steps. You should also be able to explain the benefits, reasons and value of forming a neighborhood association.

Some of the points to be made to your neighbors are that neighborhood associations:

- *Work together toward meeting a neighborhood's common goals*
- *Get involved in neighborhoods to help guide what happens in the area*
- *Provide the neighborhood with an effective communication link with government officials and other influential groups*
- *Help members work for the preservation and improvement of the neighborhood*
- *Let members take part in the decision-making that directs the neighborhood's actions*
- *Can help plan social activities for the neighborhood*
- *Help unite residents for all neighborhood social activities*

Section II: Roles and Responsibilities

The Neighborhood Organizer and Volunteers:

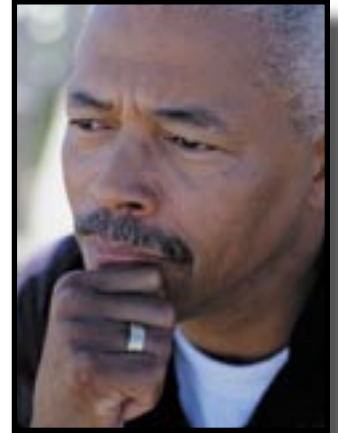
As you entertain the idea of becoming a neighborhood organizer, it is important to factor in all of the responsibilities associated with the role. There's a lot more involved than what people initially think.

By becoming a neighborhood organizer, you are becoming a community leader. You are asking people to follow you. A key trait of leaders is to enable others to feel confident, positive, and empowered to accomplish association goals as defined by its mission and vision.

As a neighborhood organizer, you will first need to identify your resources and find other neighborhood residents in your neighborhood to work with you to reach out to your community.

Once the momentum is started with your neighborhood association, you will want to establish a process to elect a president.

When you identify yourself as a neighborhood organizer, you are taking on a certain amount of responsibility that will determine the long-term credibility of your neighborhood and the neighborhood organization that is ultimately created.



Associated Responsibilities:

- *Any time you speak on behalf of your neighborhood association, you are representing yourself as the neighborhood's spokesperson, which means it is important for you to accurately represent the view or position of the majority.*
- *You are accepting the responsibility to disseminate information to your neighborhood.*
- *You are making yourself accessible to the public as your neighborhood's representative.*
- *You are making yourself accountable to your neighbors, elected officials and government representatives.*

KEY ELEMENT: A neighborhood organizer and volunteers work towards consensus building in a positive and constructive manner. Consensus does not mean 100% agreement all the time, however, it recognizes the sentiment of the majority through a democratic process.



Neighborhood Services / Neighborhood Planners:

Neighborhood Services administers the Neighborhood Partnership Program that is available to all neighborhood associations registered with city of Las Vegas Neighborhood Services Department. The Neighborhood Partnership Program provides a common structure for neighborhood associations to be recognized while not limiting the rights of any other person, including non-recognized neighborhood groups, to input directly into the city's decision-making process.

A neighborhood association is an organized group of people or other legal entities that own or occupy real property within a specified sub-area of the city of Las Vegas.

Neighborhood Services does not serve as an advocate for the neighborhood. Rather, Neighborhood Services facilitates processes and works with neighborhood associations to help them address issues, concerns and take a proactive approach to improving their neighborhood.

Our objectives are to:

- *Create a partnership between the city and its neighborhoods to provide neighborhoods with tools and resources to plan for their community;*
- *Strengthen and coordinate city departments response to neighborhood problems and requests for help;*
- *Foster cooperation and consensus among diverse interests within neighborhoods and encourage the constructive settlement of disputes involving neighborhood groups, prospective developers and the city;*
- *Facilitate communication between neighborhoods regarding common concerns;*
- *Facilitate neighborhood development/improvements aimed at improving quality of life;*
- *Facilitate communication between developers and neighborhood associations concerning major proposals and projects that may impact their neighborhood;*
- *Facilitate and promote improved communications between neighborhood associations and city government.*

Neighborhood Services is here to “work with”, not “work for” neighborhood associations that are interested in working towards a common goal that will enhance the quality of life in your neighborhood.

Additionally, Neighborhood Services will:

- *Encourage individuals to work with and cooperate with their existing neighborhood association;*
- *Advise recognized neighborhood associations of self-help projects which could enhance the quality of life within their neighborhoods;*
- *Serve, when appropriate, as a liaison between a recognized neighborhood association and city agencies;*
- *Provide for the sharing of information with recognized neighborhood associations by furnishing, upon request, available pertinent information;*
- *Provide training opportunities to all recognized neighborhood associations;*
- *Administer the Neighborhood Partnership Program. (reference Section VII, pg. 35)*



Neighborhood planners are key to building effective relationships with neighborhood-based organizations. Their skills include problem-solving, project management, communicating and recognizing issues, identifying opportunities, and developing strategies. As a result, neighborhood planners are assigned based on community dynamics, individual strengths and abilities, current assignments, technical expertise, bilingual capability, and personal interaction skills. One neighborhood planner is not necessarily exclusive to any one particular neighborhood. The success of the Neighborhood Partnership Program allows for flexibility and teamwork to provide the best possible services and products for the neighborhood.



Section III:

Key Components to Forming an Association

Establishing Neighborhood Association Boundaries

Various factors help a neighborhood gain a sense of identity and a reason to organize such as changes in nearby land use, the need for improvements, or socializing reasons. Common design or architectural themes, such as in a historic district, may also give a neighborhood its identity.

An important step at the beginning of a neighborhood association is to determine its boundaries. Typically, roads or natural features along the border of the neighborhood determine boundaries. A review of a city map and a tour around the area may suggest logical boundaries for an area that is manageable in size. Ideally, an effectively-sized neighborhood association has between 300 and 500 properties.



Tip: *Check with the City of Las Vegas Neighborhood Services Department (229-6269) to confirm that your boundaries do not conflict with or overlap with another neighborhood association. This could cause distraction and confusion for your neighborhood association.*

If you discover that two or more groups such as homeowner associations, community development corporations, and business associations are representing an area, you may want to consider forming a coalition of neighborhoods. For the purpose of a neighborhood association, a coalition is an alliance of two or more neighborhood groups that share something in common. In the case of a neighborhood, the common alliance could be that the individual neighborhood groups are taking an active interest in the same neighborhood, even though each group may have a different point of view on how the neighborhood should organize and what issues it should undertake.

Coalitions can also be used for a series of smaller neighborhoods that abut one another, and together form a common greater community. Examples of these types of coalitions are the West Las Vegas Neighborhood Executive Board and the Northwest Network. The Northwest Network is a coalition of homeowners associations and neighborhood associations. The coalition as well as the individual homeowner associations and neighborhood associations are registered with the city.

The boundaries should be such that by using a number of volunteers (i.e., one per block) everyone in the area can be notified of a pending issue or an upcoming meeting within a matter of hours. *Please*



remember that the whole purpose of establishing manageable areas that make sense is to encourage activity and involvement. Few neighborhood associations have the funds to be able to mail flyers and newsletters.

Once neighborhood boundaries have been agreed upon by the core group, you may want to obtain a complete list of residents and property owners. This list can help with outreach efforts and making personal contact with residents. This information is available to the public at the Clark County Assessor's Office and the City of Las Vegas' Information Technologies Departments Development Division (229-6291). There is typically a nominal charge for this information.



Developing the Core Leadership Group

To get started, you will need a small group of committed neighbors to form the association. You don't need to burn yourself out by taking on all of the responsibility. The number of people needed will depend on the size of the area you think you want to organize.

Some examples of groups to be represented are:

- *Homeowners or residents selected to represent each block or street*
- *Business owners*
- *Apartment residents, managers, owners*
- *Church leaders*
- *School staff members and/or Parent Teacher Association members*

When you have a commitment from five to ten people, set up a meeting at a convenient place, such as someone's house. Do this quickly, before your contacts lose interest. Explain to the potential committee members what you have in mind and how you would like to work with them on organizing your neighborhood.

Keep the neighborhood advised of the activities of the newly forming neighborhood association through one of the communication tools discussed in Section IV, pg. 17. At this point, do not be concerned about having a general meeting of all the people in the area.

Establish a means of communication – i.e., e-mail. E-mail is great for communicating information quickly and efficiently.

Tip: *If the core group is too large, it could become unmanageable and result in low productivity.*

Establishing Committees

It's important to delegate responsibilities to your core group. You can't do everything alone. Your core group will need to determine what is important to accomplish for your neighborhood. The tasks and the types of committees depend on the overall purpose and structure of your neighborhood association. It is not necessary to have numerous committees.

Examples of possible committees include:

- *Issue Identification Committee:* Issues and concerns can be identified through surveys sent to the residents or through a series of neighborhood meetings. The concerns may deal with crime, physical improvements, transportation corridors, preservation of unique features, development issues, social functions or other special interest concerns such as neighborhood revitalization.
- *Bylaws Committee:* This committee would be responsible for drafting a set of bylaws for the association to adopt at a neighborhood-wide meeting.
- *Community Outreach Committee:* This committee would be active in adding new members through membership drives. A great way to add members is to hand deliver a welcome packet to all new residents of your neighborhood describing to them the association and its value.
- *Neighborhood Inventory Committee:* An inventory is a collection of facts about the area including population, housing, land use and other elements unique to the neighborhood. This is a great way to document your history and sense of community. This committee can also document problem areas for the neighborhood.
- *Property Maintenance Committee:* This committee would identify properties that are not being maintained at basic City Code levels and develop a course of action to correct them.

Tip: *Coordinate maintenance efforts with existing city service programs like Adopt-A-Block and neighborhood cleanups.*

- *Celebration/Activity Committee:* This committee organizes an annual block party. This event might include entertainment, arts and crafts, bake sales, food vendors, and games.

Tip: *Encourage volunteers to only participate in one committee at a time for best results.*

To maintain active, productive, motivated members, consider the following:

- *Let members participate in the association and the committee planning process.*
- *Define and discuss the goals and objectives of the committee.*
- *Give recognition to members and committees that have contributed to the advancement of the neighborhood association.*
- *Make meeting time and committee work as productive as possible. No one wants to feel they are wasting time.*
- *Help members develop effective communication skills.*

Holding Your First Neighborhood-wide Meeting

Nobody likes to attend meetings that are an unproductive waste of time. As the neighborhood organizer, you have the opportunity and responsibility to make meetings productive and even pleasant. (Your city neighborhood planner can assist you with this task by calling 229-6269)

The following is a guide to consider:

- *Decide on a convenient date and time to meet by consulting with your core group and neighbors. For example, if your neighborhood has a large senior population, you may want to hold your meetings during daylight hours.*
- *Develop a well-planned agenda for the first meeting and follow it.*



- *Advertise the meeting seven to ten days prior to the meeting date.*
- *Locate a place that is centrally located and familiar to the neighbors. A local school or church is ideal for holding neighborhood meetings.*
- *Set the meeting room up in advance. Tables and chairs should be in place by the time the neighbors arrive.*
- *Have a sign-in sheet and any handouts near the meeting entrance.*
- *The room temperature should be comfortable.*
- *Try to limit meetings to an hour.*
- *Serve refreshments only if it will enhance the friendliness of the meeting and not interrupt it.*

Hints for Conducting Your First Successful Meeting

1. *SMILE! No matter how serious the purpose of the meeting, remember the meeting itself is positive and neighbors are working together.*
2. *Make everyone feel welcome. Personally greet attendees.*
3. *Encourage everyone to fill out and wear name tags.*
4. *Keep the meeting moving. As soon as you can, wrap up one agenda item; move immediately to the next.*
5. *Encourage participants to speak freely, but don't let them ramble. Be polite, but firm. Keep everyone on the same topic.*
6. *Treat everyone with respect. Don't belittle or criticize anyone.*
7. *Keep the level of your voice steady. If a participant becomes emotional and his/her voice raises, your calm steady voice will likely calm the individual.*
8. *Keep all comments non-personal. If two or more participants begin to argue over an item, as quickly as possible interrupt with, "Okay, that's good. We have two completely opposite ideas on this subject. Let's hear some other ideas now."*
9. *Keep positive! Praise those who volunteer to help and showed up. Never complain about those who don't. Always encourage those who do show up to tell a neighbor about the group.*
10. *Keep the meeting upbeat and generate enthusiasm and hope. People with positive attitudes can accomplish almost anything.*
11. *Always adjourn the meeting on a positive note by thanking everyone for their interest and participation.*

Tip: ***You will never make everyone happy all the time. However, make a point to approach any individual who appeared unhappy during the meeting and let them vent their frustrations with you. By allowing the person to vent to you, he or she is less likely to vent their negative comments to their neighbors.***

Neighborhood Vision Statement

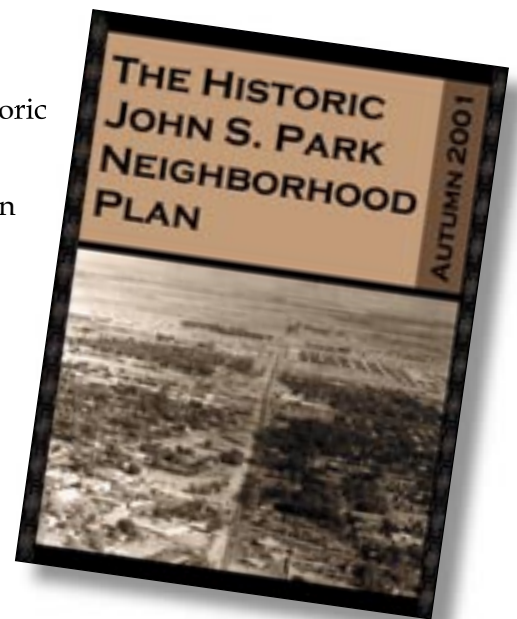
A vision statement is a key component to any organization and provides the guiding principles for that organization. It is usually one or two paragraphs and reflects the values that the vast majority of the community holds. There are many ways to develop a vision statement, however, the following seems to work best for neighborhood associations:

- Hold a “brainstorming” session at a community meeting, soliciting ideas from everyone present on how they view their community and what they value. This list is often very long.
- Then ask for one or two volunteers to consolidate the list into general themes. Once this is completed, present the themes to those in attendance and ask if the themes are inclusive of everyone’s ideas that were shared during the “brainstorming” session. If so, conduct a vote and include this in the minutes of the meeting.
- Next, ask for a volunteer to take the themes home and draft a vision statement for the community to consider at the next meeting.
- Present the draft vision statement to the community. Usually, members will offer ideas on how to re-word the draft so that it flows. The volunteer should expect this and not take it as a personal insult. Always keep in mind that this is a community vision.
- Once it appears there is a consensus, conduct a vote. If this process is followed, it is rare not to have a unanimous vote.

Sample Vision Statement:

The John S. Park Neighborhood is a quiet, friendly, diverse, historic neighborhood located in the heart of Las Vegas. It is a caring community that embraces and celebrates diversity, takes pride in its historic character, and wishes to preserve this heritage.

Maintaining the primarily single-family residential and small business nature of the neighborhood will enhance the redevelopment efforts of the adjoining downtown core. This in turn, will foster new business opportunities and attract new families to this charming, tree-shaded neighborhood. Existing businesses will be enhanced, property values will rise and more properties will become owner-occupied.



Cultivating Leadership

The importance of effective leadership is often overlooked as a neighborhood association develops. However, it's leadership that will provide the foundation on which to build a viable association.

Strong leadership gives an organization:

- *Stability*
- *Continuity*
- *Motivation to take action*
- *Unity of purpose*
- *Guidance*

A part of your job as a neighborhood organizer is to identify and develop leaders. The task of recruiting and developing leaders has to be an ongoing activity through the lifetime of your neighborhood association.

Some general points to consider:

- *Good leaders must learn to share power in order to maintain the structure of the organization once they are gone*
- *Your contribution to the neighborhood is your abilities and skills to organize. Therefore, try to delegate other responsibilities, like event planning, to others*
- *You should search continually for many "potential" leaders, not just one or two*
- *Leaders can become burned out. Have new leaders ready to step in when necessary.*
- *Identify people who have the time to devote to the work of the neighborhood association*
- *New leaders may develop as the problems and concerns of the neighborhood association change. Keep your organization open and flexible enough to bring new members and leaders in to your neighborhood.*

Ideal individuals who tend to be effective leaders have many of the following traits:

- *They want to succeed*
- *They want their group to succeed*
- *They communicate well with people of diverse backgrounds*
- *They can motivate people to take action*
- *They can work with a "team"*
- *They can delegate tasks*
- *They can mentor potential leaders*
- *They are knowledgeable about the neighborhood, its people and their interests*
- *They have an allegiance to the neighborhood and the association*
- *They are open-minded*
- *They have excellent communication skills*

- *They have a “can-do” attitude*
- *They have an ability to organize*
- *They have good listening skills*
- *They are non-threatening*
- *They are non-judgmental*
- *They are not argumentative*

Tip: ***Avoid dominant or overbearing leaders.***

Section IV: Communications

- *Meeting Minutes/Summaries*
- *Surveys*
- *Newsletters*
- *Phone Tree*
- *Bulletin Boards*
- *Fliers, Articles, Announcements*
- *Internet/E-mail*



Communication is the key to a successful organization. It's important that all aspects of communication are handled effectively to prevent any misunderstandings regarding the mission of the organization. When forming an organization, the first task should be to focus on communication. How will you get your message/goals out to the neighborhood for discussion?

There are numerous ways to communicate your message. Several of these will be discussed in this section. Most organizations that fail to meet their goals, fail due to a lack of communication. Knowing how to prevent this from happening could very well mean the difference between success and failure.

Meeting Minutes/Summary

Keeping meeting minutes or a meeting summary is an excellent communication tool. It documents the historic development and actions of the neighborhood association and can be used as a reference for later inquiries.

As a neighborhood leader, you will quickly discover that a majority of your residents do not attend meetings. There are a multitude of reasons for not attending, however, you must keep in mind that a lot of these people still want to be kept informed about events that take place at the meetings. For this reason, keeping summary minutes is important.

General points to follow:

- *Follow the meeting agenda for organizing the main points of the meeting.*
- *It is not necessary or advisable to write down everything said at a meeting.*
- *If possible and convenient, tape record the meeting. If using a recording device, be sure to announce that the meeting is being recorded at the beginning of the meeting. One downside to recording a meeting is that some people will be less likely to speak their mind freely and some may not speak at all.*
- *The format that is chosen at the first meeting should be used at every meeting.*



The basics to include in all meeting minutes and summaries are:

- *Date, time and place of the meeting;*
- *Names of those who attended (may also just attach a sign-in sheet);*
- *Topics discussed and discussion highlights;*
- *Actions, motions, or votes taken, if any;*
- *Date, place and time of next meeting; and*
- *The time the meeting ended.*
- *Follow-up actions- if any.*

Tip: ***Most meeting summaries are less than two pages.***

Desert Valley Association Meeting Summary

Subject: Executive Board Meeting	Date: February 2, 2004
Meeting Host: Mike Johnson, President	Number of People in Attendance: 15
Speakers: METRO Crime Prevention Specialist City of Las Vegas Neighborhood Planner	

Purpose of Meeting

The president of the Desert Valley Association led the Executive Board meeting, which ran from 6:30pm to 7:45pm.

Crime Prevention

The METRO Crime Prevention Specialist explained ways in which the association could develop a neighborhood watch program to improve safety in the neighborhood. The Board discussed the benefits of having block captains. The Board voted unanimously to recruit block captains and to form a Safety subcommittee which Mary Smith agreed to chair. The Board members will recruit block captains and invite the captains to the next Executive Board meeting. The president asked the METRO Crime Prevention Specialist to attend the next meeting to talk to the block captains.

Project Status Report of the Youth Committee Chair

Youth Committee Chair Gloria Perez asked the youth pastor at the local church if the teens would be interested in developing a project that would benefit the neighborhood. The youth pastor invited her to speak with the teens next week.

Project Status Report of the Membership Chair

The Membership Chair Gary Green said that his committee plans to walk door-to-door in early April to encourage new members to join and invite the residents to the block party. Roughly 300 homes are within the association and 50 are active members.

Neighborhood Partnership Funds

The association applied for and received a Neighborhood Partnership Fund grant through the city, which is helping fund our neighborhood block party. In return, we are providing a match of volunteer labor and donated supplies. The city's neighborhood planner informed the board that the next grant application process starts in March.

Nomination of Officers

As the election of officers nears, the association is looking for nominations. The board reminded the committee chairs to delegate some tasks to their committee members to develop broader leadership within the association and to minimize burnout among the existing leadership.

Upcoming Events

- Executive Board meeting on Monday, March 1st at 6:30pm at the YMCA.
- Annual Block Party & BBQ on Saturday, April 17th from 1:00pm to 4:00pm at Pioneer Park.

General Membership Meeting on Monday, May 3rd at 7:00pm at the Elementary School Multipurpose Room.



Surveys

An effective communication tool to use early in your organization is the survey. It is a mistake to assume that the values of the original organizing group are the values of the entire neighborhood. The use of a survey is an excellent way to find out what people are thinking. A survey can define priorities and the results may be used as a guide for a meeting.

It is a good idea to keep your survey short and focused. The following pages are sample surveys that have been used by neighborhood associations.

Sample Survey Form 1

1. What three things do you like best about your neighborhood?

1. _____
2. _____
3. _____

2. What are the three biggest problems facing your neighborhood?

1. _____
2. _____
3. _____

3. As to housing conditions, how do you view the following?

Vacant Buildings.....A Problem Not a Problem Don't Know

Property Maintenance.....A Problem Not a Problem Don't Know

Number of Rentals.....A Problem Not a Problem Don't Know

Other problems? _____

4. How are public services in your neighborhood?

Police protectionGood Fair Poor

Fire protection.....Good Fair Poor

Street repair.....Good Fair Poor

Senior ServicesGood Fair Poor

5. Other Comments: _____



Sample Survey Form 2

1. Do you own or rent your home? Own _____ Rent _____
2. How would you describe your neighborhood?
3. Are properties well maintained in the neighborhood?
4. Are rental units in the same condition as owner occupied homes?
5. Do you feel a part of your neighborhood?
6. What is the most pressing problem confronting your neighborhood?
7. What City provided services do you feel need to be improved?
8. Are there adequate parks and recreational facilities in your neighborhood?
9. Do you feel renters are treated differently from homeowners?
10. Does your neighborhood have adequate businesses to serve the neighborhood?
11. Do you work within 5 miles of your home?
12. Who are the neighborhood leaders in your neighborhood?

If a homeowner:

1. What year did you purchase your home?
2. Have you made improvements to your home?
3. Has the neighborhood improved?

Do you have plans to sell your home within the next 3 years?

If a renter:

1. How long have you lived in your rental?
2. Is your rental home well maintained?

Do you plan on buying a home in the neighborhood?



Newsletters

A newsletter can increase a new group's visibility far beyond its boundaries. It can create an image that the residents want their neighborhood to be informed, and it can get neighborhood news to its membership. It is also a good tool for recruiting new members. Advertisements placed by local merchants can offset the cost of production so that most organizations can afford to print one. The basic steps for the production of a newsletter are as follows:

Form a newsletter committee so several members can participate and elect an editor. The editor writes articles, corrects articles submitted by others and sets deadlines. The remainder of the committee should assist with typing, soliciting advertising and arranging for printing.

A newsletter might contain the following:

- *Notices of meetings and group events*
- *Report on the progress of the group's activities*
- *Articles of community interest*
- *Recognition of volunteer efforts*
- *Advertising*
- *City of Las Vegas Neighborhood Services Department news information.*

Decide on a format and the following:

- *Title or name of the newsletter*
- *Number of pages*
- *Font and style; always be consistent*
- *Type and color of paper*

Tip: Avoid black ink on blue paper as it is hard for people with eye problems to read.

Determine how many copies you will need for members, civic and political leaders and advertisers. If your neighborhood is large enough, print at least 1000. By printing in bulk, you save money. You should distribute your newsletters to as many residents and businesses as possible, not just active members. Your dividends will be an increase in active members as well as greater visibility.

Decide how you will distribute the newsletter. The boundless energy of children is useful for this purpose. This is also a good way to involve youth in your activities. If your neighborhood already has block watch captains for each block, have them distribute the newsletter. If your neighborhood can afford to mail them, then do it. This is the only legal way of getting your newsletter into people's mailboxes.

Develop an e-mail address book and send the newsletter via e-mail. This is very cost effective.

Always send a copy of your newsletter to the City of Las Vegas Neighborhood Services Department at 400 Stewart Avenue, Las Vegas, NV 89101 or e-mail to neighborhoodsonline@lasvegasnevada.gov.

This is a great way of sharing your neighborhood's ideas and problem resolutions with others.



Phone Tree

A phone tree is an effective communication tool when information needs to be distributed quickly and to as many people as possible. It's a relatively easy system to establish. Just follow the following steps:

- *Identify all members in the neighborhood interested in participating in the Phone Tree.*
- *Have each member sign up for the phone tree on his or her street.*
- *Each member should only be responsible for making three phone calls.*
- *Once a master list is developed, it should be maintained by a board member of the organization (Secretary) and kept current.*
- *All members who signed up, should receive a copy.*

How to use the Phone Tree

- *A neighborhood member identifies important information to be communicated to others*
- *The member then contacts the president or vice-president with the information*
- *The president or vice-president then decides if the information is important enough to activate the phone tree. (The Phone Tree should only be used for urgent or time sensitive information so as not to annoy members.)*

Tips: ***When you receive a message via the Phone Tree, write the information down exactly as it is told to you to assure that proper information is passed on. Read it back to the person giving you the message for accuracy.***

Begin each call by saying clearly, "This is _____
from the _____ Neighborhood Association...."

Read the message to them word for word as you copied it down. This is very important when getting the word out about suspicious activity and people.

Bulletin Boards

Neighborhood bulletin boards are an excellent and cost efficient way to communicate with residents of the neighborhood. Identify a central location to locate the board. Schools, parks, or libraries have proven to be good locations. However, it is important to receive the appropriate permission before posting the board. Some neighborhoods have even posted them on corner residential lots, after receiving the owner's consent.

Fliers, Articles, Announcements

Fliers are a very popular way for neighborhood associations to communicate with their members. They can be simple, like announcing a neighborhood meeting or block party or they can be complex, such as a detailed meeting agenda.

When delivering fliers, it is important to note that they cannot be placed in a mailbox, as it is a federal law violation, or be placed on utility poles. Here is an example of a neighborhood flier that have been used.



Quick Communication Ideas: Examples For Getting The Word Out

- ☆ Neighborhood association newsletter
- ☆ Weekly area newspapers
- ☆ Schools, churches and club newsletters
- ☆ Door-to-door handouts/fliers
- ☆ Bulletins, notices, pamphlets, posters, fliers placed in:
 - *Laundromats*
 - *Libraries*
 - *Supermarkets*
 - *Local restaurants*
 - *Stores*
 - *Medical and doctors offices, etc.*
 - *Booths at local fairs and events*
- ☆ Speakers at:
 - *Business groups*
 - *Service clubs*
 - *Youth groups*
 - *Schools/churches*
- ☆ Lawn signs
- ☆ Letters
- ☆ Phone trees
- ☆ Radio announcements
- ☆ Television community news coverage/announcements



Section V: Bylaws

Bylaws are a necessary element to an organization's structure and stability. While they are not necessary to be a neighborhood association, they do guide the organization and give the leadership authority to act when appropriate. The following is a basic bylaw framework:

Article I

Name of organization

Article II

Neighborhood Boundaries

Article III

Membership

Sec. 1 – Members Defined

Sec. 2 – Voting and Rights

Article IV

Meetings

Sec. 1 – General Meetings

Sec. 2 – Special Meetings

Sec. 3 – Executive Meetings

Sec. 4 – Quorum

Article V

Officers

Sec(s). 1-4 – List the Officers & their duties

Sec. 5 – Elections

Sec(s) 6 & 7 – Removal, Resignation, and Replacement

Article VI

Miscellaneous

Sec. 1 – Checks, Drafts. Etc..

Sec. 2 – Fiscal Year Defined

Article VII

Amendment of Bylaws



Sample Bylaws for a Neighborhood Association

ARTICLE I.....BOUNDARIES:

The boundaries of the ____ (organization name) ____ shall be defined as follows:

ARTICLE IIMEMBERSHIP:

Section 1.....Membership qualifications: Membership in ____ (organization name) ____ shall be open to all residents, businesses owners, business licensees and nonprofit organizations located within the boundaries defined in Article II.

Section 2.....Membership voting: All members shall be 16 years of age or older, shall have one vote each to be cast during attendance at any general or special meeting. One representative from each nonprofit will cast one vote. Businesses may have two voting members per location within the boundaries defined in Article II.

ARTICLE III.....MEETINGS:

Section 1.....General meetings: There shall be at least ____ meetings per calendar year. The meetings shall be convened the first ____ of the month at ____ p.m. with decisions being made by a majority of members present. Notification of general meetings shall require at least ____ days' advance notice in writing or by phone.

Section 2.....Special meetings: Special meetings of the membership may be called by the president as deemed necessary. Notification and purpose(s) of the special meeting shall require ____ days advance written or telephone notice to all active members.

Section 3.....Executive meetings: In cases where a decision must be made quickly, the President can call an Executive meeting consisting of the President, Vice-President, Secretary, Treasurer, and one additional active member. In such cases, a summary of the action taken must be made at the next regularly scheduled general meeting. Actions taken that require follow-up must be voted on at the next regularly scheduled general meeting.

Section 4.....Quorum: A quorum for any general or special meeting shall be the number of members in attendance over five (5). Unless otherwise specified in these Bylaws, decisions at these meetings will be made by a simple majority vote of those members present.

Section 5.....Active members: Members must have attended two of the previous three meetings. Only general and special meetings shall be counted.

ARTICLE IVOFFICERS

Section 1.....President: The President shall prepare the agenda and preside at all meetings of the board and membership; shall appoint members of committees not elected, with a majority approval of the board, except for members of any Grievance Committee. The President also acts as the official spokesperson of the association unless the members choose to elect one.



Section 2.....Vice-President: The Vice-President shall assist the President; in the President's absence shall function as "Acting" President. The Vice-President will also function as "Acting" chairperson of any committee that is lacking a chairperson.

Section 3.....Secretary: The Secretary shall keep summary minutes and written records of majority and minority opinions expressed at all meetings; shall be responsible for all correspondence; shall make records available for inspection for any proper purpose at any reasonable time.

Section 4.....Treasurer: The Treasurer shall be held accountable for all funds and shall give an accounting at each general meeting; shall receive, safe keep and disburse funds, but such disbursement shall require the signature of one other board member. If no checking account is opened, this position may not be filled.

Section 5.....Elections: All four executive officers shall maintain office for one year. Nominations for each office shall be made at the general meeting in _____, with the election being held at the general meeting in _____ of every year.

Section 6.....Termination for Nonattendance: A Board member failing to attend two (2) consecutive board meetings shall be automatically deemed to have resigned from the board. If a total of four (4) meetings are missed (including both general and special), then automatic resignation will be assumed.

Section 7.....Conflict of interest: Only persons holding one of the four elected positions shall declare a conflict of interest relating to an item under discussion. If the board member doesn't declare a known conflict of interest, he or she will be removed from the board effective immediately.

ARTICLE V.....MISCELLANEOUS:

Section 1.....Checking account: A checking account will be held in the association's name at the following institution: _____.

Section 2.....Fiscal year: The fiscal year will be from _____ to _____.

ARTICLE VI.....AMENDMENTS:

Section 1.....The Bylaws may be amended at any regular meeting providing that the proposed items have been circulated to all board members at least ____ days prior to the general meeting at which they are to be considered and that two-thirds (2/3) of those members in attendance approve the amendment.



Section VI: Finance

Over the course of time, every neighborhood association accumulates money for one reason or another from fundraising, bake sales, donations, etc. This money can pay for basic operating items such as paper, copying, stamps, and refreshments. We strongly recommend that an association develop a management system for dealing with these funds. What kind of bank account should be opened and how do you go about opening an account for your organization?



Nonprofit Articles of Incorporation

Filing for Nonprofit Articles of Incorporation can benefit your organization when it comes to applying for grants with the city's Neighborhood Partners Fund (NPF) or the Youth Neighborhood Association Partnership Program (YNAPP). Additionally, this documentation is helpful when looking for donations.

For neighborhood associations, we recommend filing for nonprofit articles of Incorporation with the Secretary of State. The nonprofit Corporation Filing Packet can be obtain in person by visiting the Secretary of State office at 555 E. Washington Avenue, #2900, Las Vegas, NV 89101 or by calling 486-2880.

The one-page document requires the following information: Name of the corporation (neighborhood association), the resident agent name and address (the person to whom all mail will be sent), the names and addresses for the board of directors (neighborhood leaders who will be part of the board), and purpose (neighborhood association to address community concerns). Two of the board members will need to include the names, addresses, and signatures and the resident agent (R.A.) will also need to sign the document.

There is a nominal fee for filing for nonprofit articles of Incorporation with an annual renewal on the anniversary date of the filing.

Nonprofit Status

A neighborhood association may also qualify for non-profit status under Section 501c(3) of the Internal Revenue Code if:

- *It is incorporated with your state;*
- *It is organized and operated exclusively for charitable or educational purposes;*
- *It is not operated as a business; and*
- *It does not promote specific political candidates or campaigns.*



Filing for a non-profit status under Section 501c(3) is typically used by sophisticated and well established non-profit organizations that are dealing in hundreds and thousands of dollars on a monthly basis. Filing for a non-profit status under Section 501c(3) is a lengthy process and sometimes involves hiring an attorney to deal with some of the paperwork.

The major benefits of obtaining non-profit status with the I.R.S. are:

1. *It allows your neighborhood association to accept and solicit tax-deductible donations from both businesses and individuals.*
2. *Avoid paying sales tax on purchases for the association. Non-profit organizations are generally exempt from paying state and city sales taxes on their purchases.*
3. *Avoid paying income tax on interest earned in the association's bank account(s) and on qualified non-profit income.*
4. *Section 501c(3) is used for organizations who are interested in applying for Federal Community Development Block Grant (CDBG) funds for neighborhood projects and programs.*

The following steps will guide you through the process:

Step One..... Obtain a Tax Identification Number

A tax ID is advantageous for tax filing purposes because it relieves funds from being taxed as income. A tax identification number is a federal tax number that is filed with the Internal Revenue Service using Form SS4. The number enables the bank to report the earnings of the association's account to the IRS for tax filing purposes. You can get Form SS4 from the IRS offices at 4750 West Oakey Boulevard. You can also order the form by phone 1-800-829-676. (<http://www.irs.gov/pub/irs-fill/fss4.pdf>)

If you don't have a tax ID number, or feel that it is not necessary, you can open an account with a member's personal Social Security number. This is usually the Treasurers'. The person whose number is being used is liable for paying taxes on the interest income reported by the bank to the IRS. This means that the money in the account is considered the personal money of the ID holder and taxes must be paid as if it is additional income. Also, if there is ever a lien against the person's assets, those monies are considered personal property and can be assessed.

Step Two..... Obtain Information on Fees and Charges

Research the fees and charges assessed at different banks and credit unions. Some have better programs than others. Banks may waive service charges to organizations that provide a necessary public service. Be sure to ask your local bank.

Step Three..... Obtain Signature Cards

The Treasurer of your neighborhood association along with anyone else who will be signing on the account must sign signature cards. You may wish to require two signatures on the checks for accountability.



Step Four.....Types of Accounts

****Checking*: Any accounts open to individual customers are also open to neighborhood associations. The least expensive usually have minimum deposit requirements. Your association should obtain pre-numbered checks for easy accounting purposes.

****Savings*: If you make limited withdrawals, you might be better off with a savings account rather than a checking account. The best arrangement is often a savings account with checking privileges. These also usually require a minimum balance.



Section VII: Neighborhood Partnership Program

Neighborhood Services has an array of resources through professional staff, programs and services that can assist a neighborhood in getting organized and becoming an effective neighborhood association. The mission of Neighborhood Planning and Support is to build stronger neighborhoods in the city of Las Vegas by promoting collaboration with residents to improve and strengthen the livability of neighborhoods, find alternative solutions to the challenging problems that threaten neighborhoods, foster stronger community relationships, and empower neighborhoods to initiate self-help initiatives. Residents have an enormous potential to take charge of their communities. The job of neighborhood planners is to assist them in realizing that potential. This is accomplished by helping neighborhoods:

- *Organize*
- *Identify issues*
- *Identify resources*
- *Solve problems*
- *Celebrate successes*
- *Negotiate*
- *Make decisions*
- *Communicate effectively*
- *Build relationships*
- *Create strategies*

Neighborhood Partnership Fund Grant Program

The Neighborhood Partners Fund (NPF) was designed to assist in improving the quality of life in city of Las Vegas neighborhoods.

The objectives of NPF are:

- *To increase participation and cooperation among neighborhood residents, businesses, and the city;*
- *To support emerging and established city-registered neighborhood associations working on significant neighborhood issues and concerns through achievable projects; and*
- *To empower registered neighborhood-based associations to effectively plan and implement programs that address neighborhood needs.*

The program grants up to \$5,000 to neighborhood associations for self-help projects that will improve the physical, public safety, cultural, recreational, or educational conditions of their neighborhood.

In order to qualify, registered neighborhood associations will have to match the city's contribution with volunteer time, in-kind donations of goods and services and/or financial contributions. Projects are required to take place within the boundaries of the registered neighborhood-based association or areas immediately adjacent, will involve neighborhood residents directly in all phases of the project, and must not be used to fund the association's operating budget or other city services.

(Refer to program guidelines for additional requirements.)



There is an annual application process (usually in March) with all applications being reviewed by a City Council appointed board. Technical assistance is provided to the grant recipients by city staff and a bi-monthly project report is required until project completion. The registered neighborhood associations are expected to begin implementing the project with 60 days of grant receipt. All documentation must be submitted to and monitored by the Neighborhood Planning & Support Division of the Neighborhood Services Department.

Eligible Projects must fall under one of the following areas:

- *Physical neighborhood improvement project*
- *Crime and public safety program*
- *Neighborhood communications; or*
- *Neighborhood education, recreation or cultural Initiative*

Youth Neighborhood Association Partnership Program (YNAPP)

The Youth Neighborhood Association Partnership Program was designed to use the gifts of young people while helping them grow into leaders in their community. The major goal of the program is to get youth involved in service-learning projects that benefit the community. Youth will be project leaders and will work toward ways to make changes in their neighborhoods and throughout the community.

Grants up to \$1,000 are available for projects that:

- *Are neighborhood based and led by neighborhood youth;*
- *Put the ideas of young people to work to address important community needs*
- *Are designed and carried out by young people with adults serving as advisors*
- *Have a realistic budget and solid plan goals.*

Youth between the ages of 10 and 18 who reside within the city of Las Vegas are eligible to apply. Youth can be organized through neighborhood, homeowner's and business associations and other interested organizations (i.e. social service organizations, religious groups and educational institutions) and must form a partnership with a city of Las Vegas registered neighborhood association. The youth group must have the primary role in the project to apply for YNAPP funding. YNAPP grants must be used for direct implementation of the project or transportation cost (if needed). The majority of the grant money must be used to carry out the project.

To qualify for funding:

- *Projects must address a neighborhood or community need*
- *Projects must benefit a city of Las Vegas neighborhood*
- *Projects must be planned and implemented by the youth*



- *Projects must have an adult advisor age 21 or older and a youth group of 2 or more*
- *Groups must match the grants with volunteer labor, supplies or cash*

Advanced Development Notification

The Advanced Development Notification is a courtesy notice containing preliminary information on development applications submitted to the Planning & Development Department of public hearing items that include rezoning, special use permits, and variance requests. This listing of development applications is mailed to registered associations located within one mile of your neighborhood. If the application requires a public hearing, a separate official notice of the time, place and purpose of the public hearing is given by the Planning & Development Department at least 10 days before the hearing date.

Block by Block

Block by block is a newsletter published by the city of Las Vegas Neighborhood Services Department. It is designed as a tool to share information about neighborhood issues, services, programs, and resources. All neighborhood associations registered with the city's Neighborhood Partnership Program will receive this newsletter.

Neighborhood Classrooms

The Neighborhood Classroom program is designed to bring information and educational opportunities to neighborhood leaders and residents, tailored to address specific areas of interest and levels of development for each individual neighborhood. The goal of this program is to connect neighborhood associations with the information, programs and services they need to accomplish their neighborhood goals.

Neighborhood Classrooms will provide residents with the tools and information they need to take a leadership role in their neighborhood. After the classroom experience, it will be up to the neighborhood residents to lead the charge and implement the information they obtained. Staff will, of course, be available along the way to provide technical guidance and assistance.

The Neighborhood Classroom program has five primary goals:

- *To assess and address the strengths, needs, and issues of registered neighborhood associations*
- *To introduce neighborhood associations to resources they can use to improve their communities*
- *To encourage neighborhood leaders to partner with available programs to accomplish their goals*
- *To create self-sufficient neighborhoods with strong and resourceful neighborhood leaders*
- *To build capacity and develop stronger, more organized neighborhood associations*

Neighborhoodsonline

Neighborhoodsonline is a free information service for registered neighborhood associations. Using Internet technology, Neighborhood Services delivers the latest program information to the e-mail addresses of neighborhood leaders and residents.



Neighborhood Planning Process

The Neighborhood Planning Process is a procedure through which neighborhood residents and property owners of established and well-organized neighborhood associations can develop neighborhood plans suitable for adoption by the Planning Commission and the City Council. Through this voluntary process of neighborhood plan development, a team of neighborhood representatives can identify issues that will affect their neighborhood's future and select actions for solving or ameliorating problems. In addition to these self-determining actions, this process also provides neighborhoods with an opportunity to express their opinion to city decision-makers regarding city policies or actions that could affect their neighborhood's future.

The Neighborhood Planning Process has three basic components:

- *Neighborhood Plan Area*
- *Neighborhood Planning Team*
- *Neighborhood Plan Document*

The Neighborhood Planning Area is the area for which the neighborhood plan is being developed. It must be large enough to include all the activity centers in the vicinity including local commercial/retail areas, local institutions, and residential areas. It should be large enough to be a complete neighborhood that includes a residential district plus the surrounding commercial, social, and educational activity centers. However, it should be small enough to have meaning to residents participating in the process. The Neighborhood Services Director must approve the Planning Area.

The Neighborhood Planning Team is a group of residents, property owners and business owners who volunteer to participate in the development of the plan after attending an initial meeting of the neighborhood. At least 50% of its members must own property within the Planning Area. In addition, all significant stakeholders should be members. The Neighborhood Services Director must approve the composition of the Planning Team and is able to waive some of the requirements at his/her discretion.

The Neighborhood Plan Document is the most important component. It should be a straightforward document that reviews existing conditions in a neighborhood, identifies community issues, goals and strategies. Once these have been completed, a list of priority action items will be developed. The entire document will then be submitted to appropriate city departments for review before being presented to the Planning Commission and City Council for consideration. If the review and approval process is successful, the plan will then have to be reviewed and updated by the community at least once every five years in order to remain an active plan.

The final adopted plan then becomes a reference tool for decision-makers to use when making decisions that will affect the planning area. Adoption of a Neighborhood Plan by the Planning Commission and City Council as an addendum to the Neighborhood Planning component of the general plan is a means of certification.



Section VIII: Understanding and Managing Conflict

One of the primary benefits of forming a neighborhood association is the improvement in communication between neighbors. However, there will be times, in spite of our best efforts, when communication will break down, and a conflict will develop. A simple unresolved conflict can escalate and cause serious damage to relationships and to a neighborhood association, so it is very important that neighbors do their best to handle these situations constructively.



One of the biggest obstacles to managing conflict well is that most of us find conflict to be very uncomfortable. As a result, we either try to avoid dealing with it, or we approach the conflict as if we were going to battle, determined to “win” at any cost. There is, however, another approach to this common dilemma, one that accepts conflict as a normal aspect of any relationship or organization. Seen in this light, one can approach conflict resolution as an opportunity for growth, change and new understandings.

Consider using the following tips the next time you are faced with the challenge of effectively resolving a conflict:

1. **Talk directly.** *Direct conversation is much more effective than sending a letter, banging on the wall, throwing a rock or complaining to everyone else.*
2. **Choose a good time.** *Try to talk in a quiet place where you can both be comfortable and undisturbed for as long as the discussion takes. Don't approach the other person as he or she is leaving for work or after you've had a terrible day.*
3. **Plan ahead.** *Plan out what you want to say ahead of time. State clearly what the problem is and how it affects you.*
4. **Listen.** *Give the other person a chance to tell his or her side of the conflict completely. Relax and listen; try to learn how the other person feels.*
5. **Give information.** *Don't judge or interpret the other person's behavior. Instead, give information about your own situation and feelings and how the person's behavior affects you.*
6. **Don't blame or name call.** *Antagonizing the other person only makes it harder for her or him to hear you.*
7. **Show that you are listening.** *Although you may not agree with what is being said, tell the other person that you hear her or him and are glad that you are discussing the problem together.*
8. **Talk it all through.** *Get all the issues and feelings out into the open. Don't leave out the part that seems too difficult to discuss.*

9. **Work on a joint solution.** *Two or more people cooperating are much more effective than one person telling another to change. Be specific. "I will turn my music off at midnight" is better than "I won't play loud music any more."*
10. **Follow through.** *Agree to check with each other at specific times to make sure that the agreement is still working.*

Source: The Community Board Program, San Francisco

Tip: *In some circumstances, you may also wish to seek the assistance of a trained mediator. A mediator is a neutral third party who will listen to the issues and assist the neighbors in conflict to create their own mutually acceptable solution to the problem (Neighborhood Justice Center, 455-3898).*

Section IX: Sign Us Up!!!

Now that you have a basic understanding on how to effectively organize a neighborhood association, it's very simple to register your organization with the city of Las Vegas' Neighborhood Services Department. Attached is registration form for you to fill out and submit.



Neighborhood-based groups are invited to register with the city's Neighborhood Partnership Program. Registering with the city means that the residents in your neighborhood want to work together as an association and access programs and services offered through the Neighborhood Services Department including:

- ☐ Opportunities for early input in the development review process by receiving advanced notice of development proposals appearing before the Planning Commission.
- ☐ Resources to facilitate effective communication with city staff and elected officials to maintain or improve the quality of life in the community.
- ☐ Opportunities for participating in the Neighborhood Partners Fund. This Fund offers matching grants of up to \$5,000 for neighborhood projects including physical improvements, safety and security, and educational, recreational, and cultural initiatives.
- ☐ Opportunities for participating in the nationally recognized Youth Neighborhood Association Partnership Program. This award-winning program promotes youth leadership by offering matching grants of up to \$1,000 for youth-initiated community improvement projects.
- ☐ Opportunities to develop a neighborhood plan that expresses your community's shared vision and outlines a course of action for citizen-initiated neighborhood improvements.
- ☐ Leadership training for effective communication, cooperation, and consensus building within neighborhoods.
- ☐ The quarterly newsletter **block by block** for information on neighborhood activities and programs.

If you need help organizing a neighborhood association in your area, please call the Neighborhood Planning & Support Division at 229-6269. It may take up to 4 weeks from the date you submit the attached registration form for your information to be completely processed into all the computerized systems.



Neighborhood Partnership Program
City of Las Vegas - Neighborhood Services Department

REGISTRATION FORM

To register your neighborhood, simply complete this form by filling in the contact information for your president and a backup person (e.g. vice president, treasurer, property manager). Please let us know when new officers are elected and contact information changes. Periodically we will contact you to ensure our records are current. To provide our registered neighborhood groups with timely information, we are communicating more often by e-mail and fax.

If you have questions or would like to learn more about the neighborhood services, please contact us at 229-6269 or email us at neighborhoodsonline@ci.las-vegas.nv.us. You may mail or fax your completed registration form to:

ADDRESS: City of Las Vegas - Neighborhood Services Dept.

FAX: (702) 382-3045

Neighborhood Planning and Support Division
400 E. Stewart Ave., 2nd Floor
Las Vegas, NV 89101

- - - PLEASE PRINT OR TYPE BELOW and DETACH HERE - - -

Please list the Association name and the type it is considered.

Organization Name: _____ **Date:** _____

Check One: ☐ New Registration ☐ Updated Registration Information

Type of Organization: ☐ Neighborhood Association ☐ Homeowners Association

☐ Business Association ☐ Other (*Please describe.*) _____

Primary Contact Name: _____ **Position:** _____

Mailing Address: _____ Las Vegas, NV Zip Code: _____

Home Tel. No.: _____ Work Tel. No.: _____

Cell Tel. No.: _____ Fax Tel. No.: _____

Email Address: _____

Alternate Contact Name: _____ **Position:** _____

Mailing Address: _____ Las Vegas, NV Zip Code: _____

Home Tel. No.: _____ Work Tel. No.: _____

Cell Tel. No.: _____ Fax Tel. No.: _____

Email Address: _____

Association Boundaries:

North: _____ South: _____

East: _____ West: _____

Please list the three most significant issues the neighborhood is currently dealing with.

1. _____
2. _____
3. _____

FOR OFFICE USE ONLY:

Planner: _____ Have site map and boundaries been verified: Yes No Assoc. No. Assigned: _____
Date Registered: _____ Was organization information completed and verified through contact person: Yes No
Reviewed By: _____ Date: _____





LAS VEGAS CITY COUNCIL

Mayor Oscar B. Goodman

Mayor Pro Tem Gary Reese, Ward 3

Councilman Larry Brown, Ward 4

Councilwoman Lynette Boggs McDonald, Ward 2

Councilman Lawrence Weekly, Ward 5

Councilman Michael Mack, Ward 6

Councilwoman Janet Moncrief, Ward 1

CITY MANAGER

Douglas A. Selby



NEIGHBORHOOD SERVICES DEPARTMENT

Orlando Sanchez - Director

NEIGHBORHOOD PLANNING & SUPPORT DIVISION

Stephen Harsin, AICP, Manager